



## REQUIREMENTS

Special Event permit must be filed with the River Walk Center **no less** than 60 days and not more than 180 days prior to event. Please read through carefully.

**INSURANCE**

Event with NO alcohol: Liability insurance naming the City of Fort Pierce as an additional insured, in the minimum amount of \$500,000 obtained privately.

Event with alcohol: Liability insurance naming the City of Fort Pierce as an additional insured, in the minimum limits of \$100,000 per person and \$200,000 per event, with liquor liability coverage of sale and/or consumption of alcohol during event, obtained privately.

**ALCOHOL PERMIT**

Consumption only (no sales): City alcohol permit, Non-Profit \$25.00 Profit: \$50.00

Sales and consumption: 1) City alcohol permit, Non-Profit \$100, 2) State required Temporary Alcohol Beverage Permit issued by **DBPR at Benton Building, 337 N US 1, Suite #111, 772-468-3927** (\$25 Non-Profit: FL Business license extension), Non-Profit permit must be signed by Dept. of Revenue, Benton Building, suite 207-B (no charge), Permits must be signed by City Zoning Dep. City Hall, 2<sup>nd</sup> Fl (\$25). A representative of the organization or business must sign.

\*Profit group: See ordinance

**SANITATION **\*\*Contact Public Works at (772) 467-3794****

Trash Barrels: One trash barrel for every 100 participants is recommended. Event organizers are **responsible** for trash barrels and bags and disposing of all trash and cleaning of entire area.

Dumpster: A dumpster is required at each event site. Some sites have a city dumpster available.

- o 500 participants or less: 4CY = \$140.00
- o 500-1000 participants: 8CY = \$180.00
- o 1000 participants or more: 8CY/1000 people = \$180.00 ea.

Portable Toilets: Must provide adequate portables at own expense, at least 1 for every 100 people.

**STREET CLOSURE **\*\*additional \$25.00 fee required\*\*****

Events with Street Closure: display street closure from Point A to Point B, with color coding (red for closed, green for detour). Survey of affected residents/businesses.

City Street: Barricades will be provided by the Public Works Department. Required: one for each lane of closed traffic, from point A to point B, additional barricades for other barrier needs may be rented as well.

- State Road: Barricades will be provided by the Public Works Department (772) 467-3794. Required: one for each lane of closed traffic from point A to point B, additional barricades for other barrier needs may be rented as well. Also, 4 original Department of Transportation Requests for Road Closure forms are required.

**DIAGRAMS**

Diagram of Event: display event layout: vendors, alcohol, stage, activities, portables and tents.

Events with Street Closure: display street closure from Point A to Point B, with color coding (red for closed, green for detour). Survey of affected residents/businesses.

**POLICE SECURITY**

Crowd Control: Your application will be reviewed and you will arrange the hiring of police for crowd control at your own expense through the FPPD, Off-Duty Detail (772) 467-6811. **Payment must be made to FPPD at least 14 days prior to event.**

**ELECTRICITY **\*\*additional \$50.00 fee required\*\*****

Electrician: If extensive electrical services are needed, you must hire one of our 3 vendors at your own expense.

1) All Phase Electric, 772-370-5570; 2) Matula Electric 772-461-8328; 3) Applebee Electrical 772-466-7930

**TENT **\*\*additional fees required\*\* Must be completed no less than two weeks prior to event****

Tent permit: Each tent larger than 10X10 will need: 1) **St. Lucie County Fire District tent permit (5160 Milner Drive, Port St. Lucie, 772-621-3400, \$72.50 cash or check, Monday –Thursday)** 2) a copy of the Certificate of Flame Resistance; 3) City Tent permit through Building & Code (See attached requirements) 772-467-3188.



Application Date: \_\_\_\_\_

## Special Event Permit Application

Applicant Name/Organization:
Responsible Person:
Applicant Address:
Applicant Phone(s):
Applicant E-mail:

<b>Event Name:</b>				
Date	Set-up Time	Event Time	Clean-up Time	
Location:				
Activities (vendors, music, etc.):				
# of Participants	# of Vehicles	# of Food/Bev	# of Craft	# of Amusement
<b>**Must</b> obtain large trash dumpster from Public Works Department. <b>**Must</b> supply trash containers and liners and empty during and after event. <b>**Must</b> leave grounds clear of all trash and debris.      Initial acknowledgement: _____				
Need for electricity: If yes, additional \$50.00 fee		Number of Tents <b>larger</b> than 10 x 10: <b>**If yes, additional fees from Fire Department &amp; Building &amp; Code Department See attached requirements**</b>		

Will streets be closed? If yes, additional \$25.00 fee	Hours of closure:
Location: Indicate total number of each	
Barricades: _____, Cones: _____, Detour Signs: _____ Road Closed Signs: _____	
Houses/Business effected: (must provide survey of affected residents/businesses)	

Will Alcohol be served?	
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Will Alcohol be sold?	
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\_\_\_\_\_  
Signature of Applicant

Permit Fee \$ \_\_\_\_\_ Electricity \$ \_\_\_\_\_ Road Closure \$ \_\_\_\_\_ Alcohol \$ \_\_\_\_\_ Admin fee for Profit Groups \$25.00



Fort Pierce Police Department Review

Special Event: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hiring of Police for Security and Crowd Control:

Hours	# of Officers	Rate	# of Supervisors	Rate	Total
		\$31.00/hour		\$37.00/hour	
Payments should be made at the Fort Pierce Police Department, payable to "Fort Pierce Off-Duty Detail Association" in the form of check, cash or money order. Please contact Sandy Freudenthal, Off-Duty Detail Coordinator, 772-467-6811.					

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	Date:
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Signature – Chief of Police/Representative